

**Florida Government Finance Officers Association  
Member and Leadership Development Committee  
Policy and Procedures Manual**

**Purpose, Goals and Action Plan**

The Member and Leadership Development Committee is responsible for initiating and promoting diverse membership in the organization to ensure the strength and viability of FGFOA while developing effective leadership by using consistent talent management programs at all levels across the organization that will benefit FGFOA and local governments across the State.

**Purpose:**

To enhance, promote and serve the Association by actively engaging both existing and potential members. To promote growth and leadership opportunities to current members through the various programs developed by the Committee members.

**Goals:**

**Membership Recruitment:**

To promote membership opportunities in FGFOA to government professionals, retirees and potential associate members.

**Leadership Development:**

To equip members with leadership skills that will allow them to excel in the organization and local governments across the State.

**Committee Structure:**

The Committee is generally composed of 15 - 20 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.

The Chairperson is appointed by the President and serves as overall coordinator. The Chairperson establishes sub-committees and appoints Sub-Chairs based on the tasks developed during FGFOA Board of Directors Strategic Planning session. Each Sub-Chair is responsible for coordination of activities associated with the tasks assigned to that sub-committee. Each committee member is assigned to one or more sub-committees.

**Chairperson Responsibilities:**

General Responsibilities include the following:

- Provide leadership to committee members to ensure goals and assignments are met.
- Keep Board Liaison informed and include him/her in all communications (i.e., meetings, e-mails, and conference calls).

- Meet deadlines for submitting Committee Reports for Board of Director meetings. Attend Board of Director meetings when important items requiring board approval will be discussed.
- Meet Deadlines for submitting any documentation to the Board of Directors.

The Chairperson is responsible for coordinating all major aspects of the Committee including establishing meeting times, chairing Committee meetings, assisting Sub-Chairs with coordination of duties and assignments, reporting activities and results to all Committee members, and quarterly reporting to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, long range goals, short range goals, and plan of action as listed in the Policy and Procedures Manual. The Committee as a whole should review recommendations and submit changes to the Board of Directors for approval.

The Chairperson is expected to attend FGFOA Board meetings if possible and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson shall meet with the incoming Chairperson and President to communicate updates on the status of all projects and concerns if any to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference.

At the first meeting, the Chairperson is responsible for advising members of the Committee's purpose, annual and routine goals, and garnering volunteers for the various tasks including establishment of sub-committees, addressing at a minimum, the following areas:

- Announce sub-committees for the year and tasks each sub-committee will be working on;
- Secure sub-committee chairs;
- Solicit volunteers for each sub-committee to work during the year.

**Sub-Chair Responsibilities:**

Organize sub-committee work during the year including any type of communication the subcommittee needs to accomplish assigned tasks, coordinating with the Chairperson any assistance needed, reporting on sub-committee activities and accomplishments during Committee's monthly conference call.

**Meetings and Attendance:**

The Member and Leadership Development Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. Additional meetings are scheduled at least quarterly to discuss the progress on the tasks assigned to each sub-committee.

Attendance at a minimum of two meetings is required and one additional is encouraged due to the many responsibilities assigned to this committee.

**Terms:**

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation.

**Membership Roster:**

A listing of each Committee member including entity, telephone number, e-mail address and term expiration will be compiled and distributed to all Committee members.

**Minutes:**

Minutes of meetings should be kept by the Chairperson and Sub-Chairs and distributed to the committee members after the meetings to reinforce decisions made at meetings.